



## CLUBHOUSE RENTAL AGREEMENT

This agreement, made and entered on this day \_\_\_\_\_ of \_\_\_\_\_ by and between the Corinthian Yacht Club of Seattle, Inc. hereinafter called CYC and \_\_\_\_\_ hereinafter called Renter, for the hire by Renter of the CYC clubhouse located at 7755 Seaview Ave NW (Pier V), Seattle, WA 98117 as follows:

Renter/Event Title: \_\_\_\_\_

CYC Affiliated Member Sponsor: \_\_\_\_\_

Event Day/Date: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

- CONFIRMATION & GUARANTEE:** All arrangements are considered tentative until this contract is signed and returned to CYC with the refundable damage deposit. Details concerning your function must be confirmed at least 14 days prior to event.

2. CLUBHOUSE RENTAL FEES:	Non-Member	Member	Totals:
Business Rental (Mon-Thu)	\$150/hr	\$100/hr	
Friday	\$225/hr	200/hr	
Saturday	\$250/hr	\$225/hr	
Sunday	\$200/hr	\$175/hr	____ hrs = _____
Business Member (One 5 hr events/yr included) additional hours billed at appropriate rate.			____ hrs = \$ _____
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Supervisor/Bartender <b>*Required*</b>	\$35/Hour	\$35/Hour	____ hrs = \$ _____
Additional Bar/Serving Staff	\$30/Hour	\$30/Hour	____ hrs = \$ _____
Cleaning Fee <b>*Required*</b>	\$150	\$150	_____ = \$ _____
Beverage Service	\$2.00/Person	\$2.00/Person	_____ # = \$ _____
Outside Catering Fee	\$100	\$100	_____ \$ = \$ _____
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Deposit \* paid at Event confirmation, to be credited against rental fee if not required.

<i>No Alcohol</i>	\$500	\$400	
<i>With Alcohol</i>	\$850	\$600	_____ \$ _____
			_____ \$ _____
		Initial Est.:	_____ \$ _____

Gratuities are acceptable but not required. Supervisors have full authority to enforce this agreement and the actions in accordance with the CYC policies and applicable licenses. Supervisors will assist with any questions during the period of this agreement and supervise the facility use.

All rentals must be completed by midnight of the rental date. Minimum rental for both members and non-members is 5 hours.

- FOOD SERVICE:** CYC does not directly provide food services to Renters. If you choose to hire an outside catering service, there will be a \$100 fee. All menus and food service arrangements are the responsibility of the Renter. Any charges incurred with Food Service provider(s) are the responsibility of the Renter.

4. **BEVERAGE SERVICE:** CYC does not provide liquor to third parties. Renters may provide their beverages, however, Washington State Liquor laws require that only CYC employees serve alcohol. If alcohol is to be served, Banquet Permits from the Washington State Liquor Control Board must be provided to CYC 24 hours prior to the Event. As a licensed premises, CYC will uphold and enforce all liquor regulations. Persons under 21 will not be served alcoholic beverages. The Supervisor may ask guests for proof of age. Beverages will not be served to anyone displaying apparent signs of intoxication. CYC reserves the right to refuse service to any guest.
5. **RESPONSIBILITY AND INSURANCE:** CYC is not responsible for the loss of merchandise, equipment, clothing, or valuables left in or around our facility prior to, during, or after your Event. All private property must be removed at the conclusion of the Event.

The Renter must provide certificate of insurance with the "Corinthian Yacht Club of Seattle, Inc." named as additional insured for primary and noncontributory limits. (The mere statement of additional insured on the certificate is not acceptable: a copy of the actual additional insured policy or endorsement wording must be attached to the certificate.) Minimum coverage and limits of liability are \$1,000,000.00 per each occurrence Commercial General Liability insurance, including Host Liquor Liability if alcoholic beverages are served at no charge. If alcoholic beverages are sold \$2,000,000.00 each common cause Liquor Liability is required.

Alcohol Permits are required to serve or sell alcohol.

**Banquet Permits:** required for the service and consumption of liquor, including wine and beer, at a private, invitation only banquet or gathering. <http://liq.wa.gov/licensing/banquet-permits>

**MAST Training and Mixologist licenses:** CYC will ensure that all bartenders are MAST trained and hold CLASS 12 Mixologist license. Only CYC may schedule bar coverage.

**Special Occasion License:** Issued to non-profit organizations to sell alcohol on-premises for a specific date and location.

6. **CANCELLATION:** Should you choose to cancel or need to postpone your event, prompt written notice must be given to the office staff at CYC. Deposits may be refunded as follows:
  - If notice is given within 20 days of the event, you will forfeit the deposit.
  - If notice is given 20-60 days before the event you may request return of 50% of the deposit, less any Event specific expenditures by CYC.
  - Requests prior to 61 days before the event, you may request up to 100% of deposit.
  - In the event it is necessary to postpone your Event, reasonable effort will be made to reschedule at a mutually agreed date and time. If no acceptable date is available, refund of the damage deposit will follow the above schedule.CYC reserves the right to cancel this agreement with thirty (30) days written notice.
7. **PAYMENTS, Deposits and Refunds: Fourteen days prior to the event all contract charges are due and payable.** Supervisor charges, damages, or subsequent event specific expenses, if any, will be determined at the conclusion of the Event and the deposit will be applied/refunded as applicable. Written notice of the full event charges will be provided Renter as soon as possible following the Event. A credit card authorization form must be submitted prior to the Event. If damage is in excess of deposit and/or other fees supersede deposited amount, Renter will be liable and overage will be charged to the credit card on file, unless other payment arrangements are made.

Renter's deposit must be received with this agreement to secure date. Funds become the property of CYC upon receipt, subject to Cancellation Policy and any additional or subsequent expenses noted above. The Renter and CYC designated Supervisor will inspect the clubhouse for any pre-existing damage which will be noted on this agreement. Damage not noted will be presumed caused by Renters event.

Past due billing will bear interest at the highest legal rate. If the use of an outside collection agency is necessary, all additional costs of collection or legal fees will be the responsibility of the Renter.

Refunds are processed on the fifth (5th) and twentieth (20th) of the month made payable only to the Renter named above.

- 8. **DECORATIONS:** Display items, decorations, etc... may NOT be attached to any wall, the floor, or ceiling with nails, tacks or staples. No duct tape, packing tape, masking tape is allowed. Check with the CYC staff before affixing decorations.
- 9. **SECURITY, CHAPERONES, & VALET SERVICE:** Security and Chaperones must be identified to the CYC Supervisor at the beginning of the Event and remain present for the duration of all High School Dances, Bar Mitzvahs, and Bat Mitzvahs or other youth event. Parking services should be arranged with the Port of Seattle for special access. Any expense incurred is the responsibility of the Renter.
- 10. **OFF LIMITS/NOT ALLOWED:** The dock, clubhouse roof, locked or unlocked cabinets, and neighboring boats are not available for rent through CYC, and are not included in this agreement. If found accessing these areas, patron will be expelled from the Event and asked to leave the Clubhouse and surrounding areas.
- 11. **OBSERVANCE OF LAWS:** Renter agrees to observe and obey any and all rules, regulations and laws of the municipality, county, state or federal authority during the period of occupancy and undertakes to see that all persons on the premise shall do likewise.
- 12. **CLEANUP:** The clubhouse is to be left in good order with all tables and chairs returned to their place, trash taken to dumpster and all liners replaced. The Supervisor is not responsible for any of the cleanup. Should the Supervisor or staff have to allocate time to clean up, an additional \$100 fee will be added to the total charges.
- 13. **CYC reserves the right to refuse service to any guest.**

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 I have read and I understand the Clubhouse Rental Agreement of the Corinthian Yacht Club of Seattle, Inc. I agree to the contract and will be personally responsible for my guests and for payment of all sums and any reimbursement for damage done to the facilities as a result of my Event.

X \_\_\_\_\_ Date \_\_\_\_\_  
 Signature/Renter

X \_\_\_\_\_ Date \_\_\_\_\_  
 Signature/Member Sponsor

Renter phone number: \_\_\_\_\_

Renter Billing Address: \_\_\_\_\_  
 \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_  
 Corinthian Yacht Club Representative

revision 03/14/2018

**CYC Rental Agreement - Attachment A**  
**Alcoholic Beverages**

1. Renter will hire CYC supervisor for bartending services, at a rate of \$25.00 per hour. No persons other than CYC employees are allowed behind the CYC bar.
2. Beverage service if requested is payable in advance of \$2.00 per person for all guests, including children.
3. CYC can supply ice, soft drinks, cocktail mix, and plastic glassware covered under the \$2.00 per person beverage service cost.
4. Renter will supply all alcoholic beverage and mix along with a valid Banquet Permit to the CYC Supervisor.
5. Renter will arrange for caterer or other person(s) to handle any ceremonial toasts.
6. Bar must close by 11:00pm and event must be completed no later than Midnight.

By signature, I do hereby understand and agree to these terms and conditions:

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
CYC Rental Representative Signature Date: \_\_\_\_\_